

WU (VIENNA UNIVERSITY OF ECONOMICS AND BUSINESS)



DOUBLE DEGREE GUIDE 2021-2022 (START SUMMER SEMESTER 2022)



WELCOME TO WU!

We are very pleased to welcome you to the WU community as a double degree student.

WU is located in Vienna, one of the most beautiful and safest cities in Europe. Vienna is an important business location and seat of a number of UN offices such as IAEA and OPEC. According to Mercer's Quality of Living Ranking, Vienna has the world's best quality of living. WU is EQUIS, AACSB, and AMBA accredited and is a member of several European and global networks, such as CEMS, EDAMBA, PIM and THEMIS. WU offers its 23,000 students an international network of about 240 partner universities worldwide. In recent years, WU has developed several double degree programs in cooperation with renowned universities in Europe, North America, Asia and Australia.

We wish you an exciting and successful study experience at WU!

STUDENT SUPPORT & CONTACT DETAILS

Organizational support for your double degree program is provided at WU by the International Office and the master's program offering the double degree. We are happy to assist you prior to your arrival as well as throughout the year.

Your main contact point at WU is the International Office. The MSc program coordinators are your contacts for academic matters such as course schedules, course registration, master's thesis, etc.

PROGRAM MANAGER GRADUATE EXCHANGE AND DOUBLE DEGREE (INTERNATIONAL OFFICE)

Ms Verena Daughton
Email: verena.daughton@wu.ac.at
Phone: +43-1-31336 ext. 4306
Location: International Office, building LC, level 4

MSC PROGRAM COORDINATOR

MASTER'S PROGRAM IN STRATEGY, INNOVATION, AND MANAGEMENT CONTROL

Ms Isabella Weber
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MASTER'S PROGRAM IN MARKETING

Ms Astrid V. Oberhumer
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Location: Building D2, entrance A

ENROLLMENT

You are enrolled as a degree-program student at WU and will need to comply with WU rules and regulations.

ONLINE PRE-ENROLLMENT

In order to register as a student at WU, you need to complete the [online pre-enrollment](#). You should have already received your individual nomination letter from your home university coordinator. This letter contains your WU student ID number & password as well as instructions on how to pre-enroll. Please do not forget to bring your nomination letter with you when you come to Vienna.

! Please complete the online pre-enrollment by **November 30, 2021**.

! *The steps for the final enrollment will be explained in detail during the Welcome Days.*

TUITION FEE WAIVER

You do not have to pay tuition fees at WU, but you do need to pay Students' Union (ÖH) dues each semester. Membership to the Austrian National Union of Students (ÖH) is compulsory for all students. The Students' Union (ÖH) dues cost approx. € 20.70 per semester.

! Deadline for the payment of the Students' Union (ÖH) dues:

Summer semester 2022: April 30, 2022

Winter semester 2022/23: October 31, 2022

! If you do not re-register (= pay the dues), your status as a student will expire and you will no longer be able to complete exams or courses.

! *You will receive further information on how to pay the Students' Union dues during the Welcome Days.*

WU E-MAIL ADDRESS

Access: <https://www.wu.ac.at/en/it/services/account/email/office365/> (available as of January 2022)

Login information: Username + password (see nomination letter)

Format: h+IDnumber@wu.ac.at, e.g. h11234567@wu.ac.at

! Course instructors will contact you ONLY via your WU e-mail!

Please check your WU e-mail inbox regularly or have your e-mails forwarded. Instructions are available at: <https://www.wu.ac.at/en/it/services/account/email/office365/>

STUDYING AT WU - (PART I - PRE-ARRIVAL INFORMATION)

DOUBLE DEGREE CURRICULUM AT WU

You have to complete courses according to your double degree curriculum. Your WU MSc program coordinator will assist you in registering for the required courses at WU.

GERMAN BUSINESS COMMUNICATION COURSES

[German Business Communication courses](#) for exchange and double degree students are available during the semester at different skill levels, starting from beginner to very advanced. They are subject to a fee.

ECTS/ASSESSMENT

WU uses the European Credit Transfer System (ECTS) to assess and compare student workload. Each course is assigned a certain number of ECTS credits based on the student workload it involves.

The following grading scale applies at WU:

1	Sehr gut	Excellent
2	Gut	Good
3	Befriedigend	Satisfactory
4	Genügend	Sufficient
5	Nicht genügend	Fail

PRE-SEMESTER ACTIVITIES

WELCOME DAYS

Our Welcome Days are intended for all incoming double degree and exchange students. The most important things you need to know about your studies at WU and your stay in Vienna will be explained there.

Welcome Days & Enrollment 1: February 3-4, 2022 (for students registered for any pre-semester programs)

Welcome Days & Enrollment 2: February 23-24, 2022 (for all other students)

! Attendance at the Welcome Days at one of the two dates is mandatory. If you participate in the Orientation and Cultural Program and/or the pre-semester German language course, please attend the first Welcome Days & Enrollment. If you do not attend any of these pre-semester activities, please attend the second one.

ORIENTATION AND CULTURAL PROGRAM

The Orientation and Cultural Program offers newly arrived students the opportunity to learn more about Austrian culture while getting to know other double degree and exchange students on undergraduate and graduate level. The two-week program is held before the beginning of each semester and includes field trips in and around Vienna.

PRE-SEMESTER GERMAN LANGUAGE COURSE

In addition to the Orientation and Cultural Program, a two-week pre-semester German language course is available at different levels for incoming students. The Orientation and Cultural Program does not overlap with the pre-semester German language course, thus students can sign up for both.

Both the Orientation and Cultural Program and the pre-semester German language course are extracurricular, non-mandatory, two-week programs, which are subject to a fee and take place prior to the official semester start. Places are limited; make sure to register as soon as possible.

! In order to register for the Orientation and Cultural Program and/or the pre-semester German language course, you have to create a WUNIVERSE account through the link below. Please use the e-mail address to which the welcome e-mail was sent for creating your WUNIVERSE account.

WUNIVERSE account: https://bach.wu.ac.at/z/wu/wuniverse/public/register_html

Once you set up your WUNIVERSE account, you can register for the Orientation and Cultural Program and/or the pre-semester German language course through the link below.

Registration and payment: <https://bach.wu.ac.at/z/wu/okdk> (link available as of November 2nd, 2021)

! Please note: Once you complete your registration, the application is binding and the program/course fees are non-refundable. Cancellation is possible only in exceptional cases (withdrawal from the exchange program due to severe illness, unforeseen serious events).

If you require assistance with the registration, please contact orientation@wu.ac.at.

ENTRY AND RESIDENCE REGULATIONS

Students from non-EU countries who stay in Austria for more than 6 months need a "residence permit – student" (*Aufenthaltsbewilligung Student*) for their residence in Austria. You can find detailed information on this process in the document "Info Sheet Residence Permit" attached to the welcome e-mail.

If you plan to stay in Austria for a shorter period, please read through the online information.

If you are a national of an EU/EEA country or Switzerland, you have to register with the MA 35 (Referat EWR) in Vienna if you are staying in Austria for longer than 3 months.

LIFE IN VIENNA

HOUSING

You are responsible for taking the appropriate steps to reserve and secure your own housing. Please have a look on our Accommodation website for further information on housing options in Vienna.

INSURANCE

EU-citizens must bring their European Health Insurance Card to prove health insurance coverage.

Non-EU citizens who need a residence permit are required to have Austrian health insurance. You can choose between the public insurance plan for students from the "Österreichische Gesundheitskasse" ([Selbstversicherung at ÖGK](#)) and private health insurance (e.g. [FeelSafe from Uniga](#)). As you can sign up for your Austrian health insurance only after enrollment at WU you need to have a travel insurance for the first weeks of your stay in Austria. Please have a look on our [Health care and emergencies](#) website for more information.

! It is your responsibility to make sure you have adequate health and travel insurance before leaving your home country.

BANK ACCOUNT

Student bank accounts, available to all exchange students, can be opened at almost any bank and are generally free of charge.

LEISURE AND SPORTS

You can register for sports classes offered by the University Sports Institute Vienna (*USI Wien*), which are available for students at a reduced rate. Several USI courses are held in the sport facilities on Campus.

! You need your WU login data to register for the courses. Registration takes place on a first come, first served principle and you need to register for each course separately.

Further information: <http://www.usi.at/en/> and www.unisport.at/wp.

LIVING EXPENSES

Housing	approx. € 450 – 650	per month
Health insurance	approx. € 65	per month
Food, personal expenses	approx. € 220 – 300	per month
Vienna public transportation	approx. € 75 – 160	per semester
Utilities (telephone, mail...)	approx. € 15 – 30	per month
Entertainment	approx. € 50 - 150	per month
Books	approx. € 75 – 150	per semester
Students' Union (ÖH) dues	approx. € 20	per semester

STUDYING AT WU - (PART II - AFTER ARRIVAL INFORMATION)

CREDIT TRANSFER PROCESS

All credits according to the first year of your studies at your home university need to be transferred and counted towards your WU degree. This will be done by the International Office.

Please make sure that your transcript displaying **all** required credits in your degree program gets sent by your home university to the International Office.

You will receive a final grade based on your grade average (weighted according to your credits), which will be displayed on your WU transcript for the subject "Double Degree Studies". The International Office will arrange for your grade to be entered into the system.

WU TRANSCRIPT OF RECORDS

If you need to, you can print out your preliminary transcript of records at the self-service terminals at the Study Service Center in building LC, level 2 or you can download it through the [online services for students](#).

MASTER'S THESIS

You will be writing your master's thesis with the support of a WU supervisor and/or a supervisor from your home university according to the rules set by both institutions. Your MSc program coordinator will assist you with this process.

General information about the thesis is also available online: <https://www.wu.ac.at/en/students/my-program/masters-student-guide/masters-thesis/>

As soon as you have earned all the required credits in your degree program, you are required to upload your thesis to learn@wu (<https://learn.wu.ac.at/open/>). You are required to fill out a cover page electronically and include it at the beginning of the thesis document. Once you have uploaded your thesis + cover page to learn@wu, the thesis will be graded by your supervisor. You will see the grade in learn@wu and also be notified via e-mail.

! Thesis evaluation can take up to two months.

! You should start working on your thesis at the end of your first semester at WU (June). Double degree students are expected to finish their studies at WU within **one year**. This also includes the completion and grading of the master's thesis.

! You need to complete your studies before **March 31, 2023** – this is the last day of your academic year at WU (Nachfrist). Only in exceptional cases and with the agreement of your home university, it is possible to prolong your studies. The latest possible day for your supervisor to enter your thesis grade into learn@wu is March 31, 2023. **Therefore, you are expected to submit your thesis by January 31, 2023 at the latest.**

COMPLETION OF YOUR STUDIES / GRADUATION DOCUMENTS

After completing all required courses and having received a grade for your master's thesis (all grades must be properly displayed in the online system), you must write an e-mail to the Examinations Office at exam.master@wu.ac.at to report the completion of your studies and submit a request for your graduation documents.

! It is your responsibility to take this step. There will be no automatic notification or reminder to start this process.

! Processing of graduation documents usually takes four weeks. You will be notified as soon as your graduation documents are available for pick-up in the Study Service Center/Examinations Office.

Even though you can apply via e-mail for completion of your studies, **your diploma can only be picked up in person**. Therefore, we advise to plan either to stay in or return to Vienna following the completion of your studies in order to retrieve your diploma. If you can't come in person, you need to appoint a proxy with a power of attorney to act on your behalf.

In order to pick up your graduation documents, you must bring the following documents:

- your WU student ID card or passport
- a **hardcover** copy of your master's thesis (will be available in WU's main library)
- a confirmation that you have completed the [UHstat2](#) form (either in digital form or as a print-out; UHstat2 is a survey by Statistics Austria)
- the last page of the [WU graduate survey](#) as confirmation that you have completed it (WU survey).

! The master's thesis has to be printed in **DIN A4 format**, preferably single-sided. The hardcover is usually black or dark blue. We recommend printing your master's thesis at [Facultas on Campus WU](#) as they are familiar with the format requirements.

GRADUATION CEREMONY

Once you have completed your studies, you are entitled to attend your WU MSc program's graduation ceremony. Each individual program holds a graduation ceremony for its own graduates.

At WU, graduation ceremonies are optional and do not necessarily take place within the same week or month in which you completed your degree requirements. When picking up the graduation documents, you will be asked if you would like to register for the official graduation ceremony. A fee of approx. € 80 applies if you wish to participate. Payment of the fee by ATM card is required when signing up for the ceremony.

! The graduation ceremony usually takes place in March. If you would like to participate you must have all your grades by the **end of January 2023**.

! Participation is voluntary. You can complete your studies without attending the graduation ceremony.

ACADEMIC CALENDAR AND TIMELINE

2021/22 ACADEMIC YEAR**SUMMER SEMESTER: FEBRUARY 28, 2022 – JUNE 26, 2022**

November 30, 2021	Application Deadline for: <ul style="list-style-type: none"> ➤ Orientation and Cultural Program ➤ Pre-semester German language course Online pre-enrollment
November 2021 – January 2022	Your MSc program coordinator will contact you
January 2022	Your MSc program coordinator will register you for courses
February 2, 2021	Latest possible day of arrival for students registered for any pre-semester programs (Orientation and Cultural Program and/or pre-semester German language course)
February 3 - 4, 2022	Welcome Days & Enrollment 1 for students registered for any pre-semester programs
February 7 - 18, 2022	Orientation and Cultural Program
February 7 - 18, 2022	Pre-Semester German language course
February 22, 2022	Latest possible day of arrival for all students
February 23 - 24, 2022	Welcome Days & Enrollment 2 for students who do not take part in the pre-semester activities at WU
February 28, 2022	Start of semester
March 2022	Start of credit transfer process
April 30, 2022	Latest possible date for final enrollment (payment of Students' Union dues for the semester)
April 9 - 19, 2022	Easter break
Beginning of June 2022	Start your master's thesis
June 5 - 7, 2022	Pentecost break
June 26, 2022	End of semester
June 27 – September 30, 2022	Summer break

2022/23 ACADEMIC YEAR**WINTER SEMESTER: OCTOBER 1, 2022 – JANUARY 28, 2023**

October 1, 2022	Start of semester
October 19, 2022	Go Global Exchange Fair (present your home university)
October 31, 2022	Latest possible date for the payment of Students' Union dues for the semester
December 24, 2022 – January 8, 2023	Christmas break

January 29, 2023	End of semester
By the end of January 2023	Upload your final master’s thesis to learn@wu and complete your thesis defense in the following days/weeks (If you would like to participate in the optional graduation ceremony in March, you have to complete this step earlier and must have all your grades by the end of January 2023)
January 30 – February 26, 2023	Semester break
March 31, 2023	End of the WU study period

CAMPUS MAP

WU’s address is Welthandelsplatz 1, 1020 Vienna. The campus is close to the subway line U2 (stations “Messe Prater” and “Krieau”). You find further information in the [City map](#) and [on our website](#).

The International Office is located in building LC, level 4.

The Strategy and Innovation Department is located in building D5. The Marketing Department is located in building D2.

